



DEPARTMENT OF THE ARMY  
OFFICE OF THE SECRETARY OF THE ARMY  
107 ARMY PENTAGON  
WASHINGTON DC 20310-0107

08 AUG 2007

Office, Chief Information Officer / G-6

SAIS-GKG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Enterprise Information Environment Mission Area Information Technology Portfolio Management (IT PFM) Decision #1 - Adobe Acrobat Software Purchases

1. Analyses of Asset Discovery Tool (ADT) and Army Small Computer Program (ASCP) data shows that Army organizations are purchasing small quantities of Adobe Acrobat Standard for \$99/user and Acrobat Professional for \$177/user, and purchasing almost no licenses of Adobe Acrobat Elements which can be purchased in bulk for \$9/user and satisfies the majority of users' requirements. Immediate cost savings of approximately \$1-2M per year can be realized by purchasing Elements edition in bulk instead of Standard or Professional editions in smaller quantities. Therefore, the following actions are directed:

a. No Adobe Acrobat Standard or Professional Edition software licenses may be purchased without a waiver from the Chief Information Officer/G-6 in accordance with the waiver process provided as Enclosure (1).

b. All Directors of Information Management (DOIMs) will assess the current user base of Adobe Acrobat within their installation and determine how many users of Standard and Professional can perform their required functions with Elements.

c. ASCP will work with DOIMs to aggregate new requirements for Adobe Acrobat and coordinate bulk purchases of Adobe Elements only.

d. DOIMs will work with ASCP to redistribute existing Standard and Pro editions of Acrobat to those users who need the additional functionality of those editions and move all other users to Elements.

2. No Army organization may purchase Adobe software via any means other than the ASCP. ASCP information can be found at:

<https://ascp.monmouth.army.mil/scp/esi/esioverview.jsp>

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SUBJECT: Enterprise Information Environment Mission Area (EIEMA) Information Technology Portfolio Management (IT PfM) Adobe Acrobat Software Purchases

3. This policy is effective immediately. My points of contact are Mr. Joe Paiva, comm: 703-602-2402, e-mail: [arthur.paiva@us.army.mil](mailto:arthur.paiva@us.army.mil) and Mr. Allen Woodhouse, comm: 703-602-8528, e-mail: [allen.woodhouse@us.army.mil](mailto:allen.woodhouse@us.army.mil).

Encl

  
VERNON M. BETTENCOURT Jr.  
Acting Chief Information Officer/G-6

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